

30 January 1986

OCA 86-0328

MEMORANDUM FOR:

[redacted]
Agency Records Management Officer, OIS.

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FROM:

[redacted] DD/OLL

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SUBJECT:

Survey of Office of Legislative Liaison
Information Management Program

REFERENCE:

OIS *672*85, dated 27 November 1985, same subject

1. This is to formally acknowledge receipt of the survey your staff made of the OLL information management program and to reconfirm the matters we discussed at our meeting on 7 January in my Office. First, on behalf of this Office I want to thank you and the members of the survey team for the fine job they did. We needed some expert advice on our records system. We got it, and in the nicest and most supportive way possible.

2. Now I will briefly review the recommendations made by your team and our reactions to them.

a. Eliminate internal courier service to OLL and PAO components. We don't believe we can completely eliminate the internal courier runs but we will study the possibility of having fewer regular runs.

b. Reduce the initial distribution of incoming documents. At present we feel we need the present distribution which serves to alert necessary people quickly to fast-breaking situations. However, we recognize the logic of keeping this distribution as small as possible, and a pending reorganization may itself work to reduce the distribution.

c. Appoint assistant Top Secret Control officers and establish Top Secret and SCI control points within OLL subdivisions. We disagree with this recommendation. We believe the creation of sublevels of control with control officers and assistant control officers in a [redacted] position Office would create more problems than it would solve. We have not had a TS control problem to date and we believe your team agrees we are not facing some critical gap in our controls.

d. Publish notice of the "constituent files" in the Federal Register. We agree with this recommendation and have taken action to carry it out.

e. Consolidate Liaison Division files into one file system While there may be some advantage to this recommendation at some future time, at present we believe the present file system is familiar, easy for present personnel to handle, and will require some file review before any change in this system can be made. We prefer to stay with our present system for the time being.

f. Retire inactive records to AARC. We agree with the recommendation. We will send the Church Committee files to AARC as soon as they can be reviewed by the RMO. We will retain only the past two years of Congressional member files, sending the rest to AARC.

g. Destroy unneeded OLL records. The RMO will review the 1983 chronos and destroy after ensuring copies are in subject files. As time permits, the RMO will review earlier chronos and destroy after ensuring copies are in subject files. After FOIA officer has checked with the IPD and ensured the case is finally finished and IPD has appropriate records, these can be destroyed. The FOIA officer has the final word. Publication files will be purged and a list of title and numbers will be kept. Abstracts will be retained because moving this information into TRIS from LAMS will result in too much loss. When we get a complete printout, then abstracts can be destroyed.

h. Enable RMO to organize and effect proper disposition of OLL files. We agree with this recommendation and it has been implemented.

i. Appoint a division record custodian for Legislation Division. We agree with this recommendation. The RMO will handle this working with the Paralegal in Legislation Division.

j. Implement the new TRIS system in OLL this year. We agree. This is already in process.

k. Rearrange the physical layout of OLL Registry. We agree. As soon as we can retire old records we will draw up a plan to better utilize the space in the Registry.

l. Review OLL forms with the Agency Forms Management Officer We agree. We are implementing this recommendation.

m. Increase the Registry Staff and separate the duties of Registry and RMO. We agree with this recommendation. We have already separated the RMO and Chief, Registry duties. We will explore the possibility of getting one additional position.

3. The survey report has had the effect of focusing our attention on the organization and management of our Registry and our records management. We suggest that you consider meeting with us again in about a year so we can review the changes we have made and consider any additional changes that might be in order at that time. Again, thank you and your fellow team members for this service.

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